

**CITY OF MILPITAS
POLICY AND APPLICATION FORM
FOR FLAG CEREMONY**

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The City desires to encourage respect and reverence for the flags of the United States of America, the State of California, and the City of Milpitas. For this purpose, flag poles have been erected in the City to allow display of these flags as symbols of the precepts enunciated in the Constitutions of the United States and the State of California.

This application form has been prepared to provide for the orderly conduct of flag ceremonies in the City of Milpitas. At the present time, there are two ceremonial flag poles at the Higuera Adobe. The two poles at Adobe Park are to remain vacant and will be used only for flag ceremonies. One pole will be for the United States Flag and the other pole for the flag of other nations. Flag poles are also situated outside City Hall at 455 E. Calaveras Blvd. Your organization's flag may not be larger than the United States flag. Both flags must be removed at the end of the ceremony.

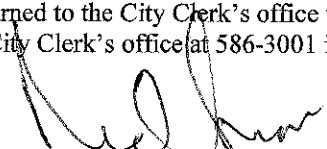
This application should be submitted to the City Manager's office at least forty-five (45) days prior to the requested ceremony date to allow time to advertise a public hearing before the City Council. All ceremonies must be approved by the City Council. No group shall have more than one (1) flag ceremony per calendar year. All ceremonies should be conducted in accordance with applicable provisions of the United States Code and the California Government Code related to proper display of flags. These code are available online at www.uscode.house.gov and www.leginfo.ca.gov. The City Clerk may provide paper copy of the appropriate codes upon request also.

Date of Request: Sunday, August 14, 2016 Time of Request: 7-9PM
Name of Requesting Agency: Pakistani American Culture Center
Address: 1639A., S. Main St.,
City: Milpitas, State: CA, Zip Code: 95035
Contact Person: Mohammad Aboobaker
Business Phone: 510 378-3296 cell Home Phone: _____
E-mail Address: admin@pacc-ca.org Cell Phone: _____

Proposed Activity (please specify the flag to be flown, date of ceremony, and estimated duration):

Us and Pakistan national Anthem. US and Pakistan flag raising, Welcome speech by PACC, Speech by City of Milpitas Mayor and other city and county officials, Music and poetry. Pakistani food serving.

We agree to conduct ourselves in a manner, which encourages respect of the flag of the United States of America. In addition, it is understood that the requesting organization will be responsible for providing any special equipment, including the flag to be flown. A United States flag may be obtained from the City Clerk's office from 8:00 a.m. to 5:00 p.m., Monday through Friday, if one is needed. A written request must accompany your request to ensure that the flag is being released to the authorized individual or group. The United States flag must be returned to the City Clerk's office the next business day after the ceremony between 8:00 a.m. and 5:00 p.m. You should contact the City Clerk's office at 586-3001 if you need additional information or assistance.



Signature of Applicant

7/6/16

Date

FOR OFFICE USE ONLY:

APPROVED:

CITY COUNCIL: _____ APPROVED _____ DENIED _____

DATE OF COUNCIL ACTION

CITY OF MILPITAS - RENTAL USE APPLICATION

City Clerk's Office

JUL 06 2016

RECEIVED

Concerns regarding your rental should be directed as follows:

Recreation Services 408-586-3210

(Monday-Thursday, 8:00 a.m.-6:00 p.m., Friday, 8:00 a.m.-5:00 p.m.);

Police Dispatch 408-586-2400 (All Other Hours)

Date of Use 8/14/16

Name of Group/Organization/Company (responsible for rental) Pakistani American Culture Center

Applicant (person responsible for rental) MOHAMMAD ABOOBAKER

Type of Event (be specific) PAKISTAN Independence Day

Applicant Address, 1639A S. Main St City Milpitas Zip 95035

Day Phone 510 378-3296 Evening Phone _____ E-Mail Address: mohammad@kventure.com

TYPE OF RENTAL:

Indoor Facility (Circle One): MCC MSRC ADOBE MSC Room(s) _____

Outdoor Facility (Circle One): Baseball Football Soccer Softball Tennis Courts Picnic Area (Specify) _____

Park: Cardoza¹ Dixon Landing¹ Gill¹ Murphy¹ Hall Other (Specify) City Hall Veteran Flag Area

¹These Parks require a \$250.00 Security Deposit that is only processed should damage to the Park occur. Please provide the following

Credit Card information:

Type of Card: VISA or MasterCard

Name as appears on credit card: _____

Credit Card Number: _____ Expiration Date: _____

Time you wish to begin set-up 6 PM Time function begins 7 PM Time function ends 9 PM

*Is event open to the public? ☒ Yes ☐ No Number of people expected Total 100 (Youth _____ Adults 100)

Fundraising event? ☐ Yes ☒ No

Will food or other items be sold and/or charging admission? ☐ Yes ☒ No *If yes, describe amounts: _____

Will food be served? ☒ Yes ☐ No Will alcohol be served? ☐ Yes ☒ No * Will alcohol be sold? ☐ Yes ☒ No

(If I will be selling alcohol at my event, I understand and agree by signing this form to get additional insurance and to obtain an alcohol permit at least 45 days in advance of my event.)

Will there be music? ☒ Yes ☐ No Type (circle one) Band DJ Other Sound System/CD

Will there be additional equipment used? ☒ Yes ☐ No If yes, List: Sound System, Podium

* Additional fees and insurance is required

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested.

If damages, additional maintenance, services, additional rental fees, or cancellation fees need to be assessed, I will be notified and charged appropriately. I understand that the City returns deposits, and pro-rated portions thereof, in the form of a City check. This check will be mailed within 30 days from the rental or cancellation date.

Refunds will not be issued for canceled park reservations. Reservations that cannot be held due to inclement weather will be issued a credit toward a rescheduled reservation. Applicant is responsible for contacting Community Center Office within seven (7) business days to initiate credit. You may reschedule a reservation or receive a credit towards future Recreation programs or facility rentals minus the non-refundable application fee.

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on December 1, 2009.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

Signature of Applicant

7/6/16
Date

FOR OFFICE USE ONLY

Approved: <u>[Signature]</u> Denied: _____ Insurance Required: Yes _____ No _____ Staff Signature: _____ Date: _____	Verify Residency _____ Application Complete _____ Applicant Has Paperwork _____ Route Copy to Parks _____	PERMIT # / STAFF INITIALS _____
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I-600-2.30 Exception—Sister City Flags and City Council Approved Ground Level Ceremonies

(1)

The flag of the country and that of a city officially recognized by the City Council as a Sister City may be displayed in lieu of the MIA/POW flag and the flag of the State of California on two of the four flag poles located at the rear of City Hall adjacent to the pond during the time of the Sister City delegation's visit to the City of Milpitas.

(2)

The City Council may, after a public hearing, direct City staff to permit the ground level display of a flag of another nation in existence after 1954, only at the following specified locations at the Civic Center complex or the City of Milpitas Community Center:

(1)

City Hall Rotunda

(2)

Area adjacent to pond at City Hall

(3)

City of Milpitas Community Center

(4)

City Council Chambers

Said flag display shall not be permitted on City Hall Display Flag Poles and shall only be permitted on a flagstaff, flagstand or similar device which does not cause the flag height to exceed ten (10) feet.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)

I-600-2.40 City Approval

All ground level ceremonies must be approved by the City Council. Any party intending to conduct a ground level ceremony at one of the designated locations shall submit an application to the Office of the City Manager, on a form approved by the City Council, at least thirty (30) days prior to the requested ceremony date. A public hearing will be held regarding each ground level ceremony application prior to its approval or denial by the City Council.

(Ord. No. 260.1, § 2, 1/17/12; Ord. 260 (part), 6/3/03)